



Registered Charity No. 1192282

Policy and Procedure - Safeguarding and Welfare of Members

Approved by Trustee Board:

19th February 2021

Next Review:

April 2022



Policy Statement

Together We Can Do acknowledges the duty of care to safeguard and promote the welfare of its members and is committed to an environment in which members have a safe and enjoyable experience. In order to achieve this we will:

1. Make the welfare of Children and Vulnerable Adults paramount, even when the rights and needs of the adults that work with them are overridden in order to provide the necessary protection of these individuals.
2. Enable members, regardless of gender, ability or disability, culture, race, age, language, religion or beliefs, sexual identity or socio-economic factors to participate equitably in sport activities in a safe environment and be protected from harm.
3. Take all reasonable steps to protect members from harm, discrimination and degrading treatment and have respect for their human rights, wishes and feelings.
4. Ensure that all individuals who work with members are mindful of the differences between policies and procedures regarding Vulnerable Adults and those of Children. In particular that each Vulnerable Adult has the right to self-determination in all but the most extreme circumstances.
5. Work in partnership with parents / guardians / carers to support members in their sports activities and, where practicable, cooperating with their wishes to achieve the best outcomes for members.
6. Ensure that all those persons who work with our members have undertaken the appropriate training and relevant Disclosure and Baring Service (DBS) checks and adhere to the required practices for safeguarding children and vulnerable adults.
7. Ensure that all individuals who work with Children and Vulnerable Adults in the charity have the appropriate training, follow codes of conduct and practices in accordance with the guidance issued by Sport UK and affiliated organisations.
8. Appoint a Safeguarding & Welfare Officer with the necessary skills and training who will take the lead in dealing with all safeguarding matters raised.
9. Ensure that the name and contact details of the Safeguarding & Welfare Officer is known to members, their parents / guardians / carers, staff and volunteers.
10. Provide all members, and their parents / guardians / carers, staff and volunteers with the opportunity to raise concerns in a safe and confidential manner if they have a concern about the welfare of a Child or Vulnerable Adult.
11. Ensure that all safeguarding matters, whether they be concerns about welfare or protection, are dealt with appropriately in accordance with the guidance for reporting and action issued by affiliated organisations and Blackpool and Lancashire Councils.
12. Ensure that confidentiality is maintained appropriately and in line with the best interests of the Child or Vulnerable Adult.
13. Ensure all papers relating to safeguarding matters are held in a safe and secure manner.
14. Ensure that Blackpool / Lancashire Council Supervision policies are implemented as required.



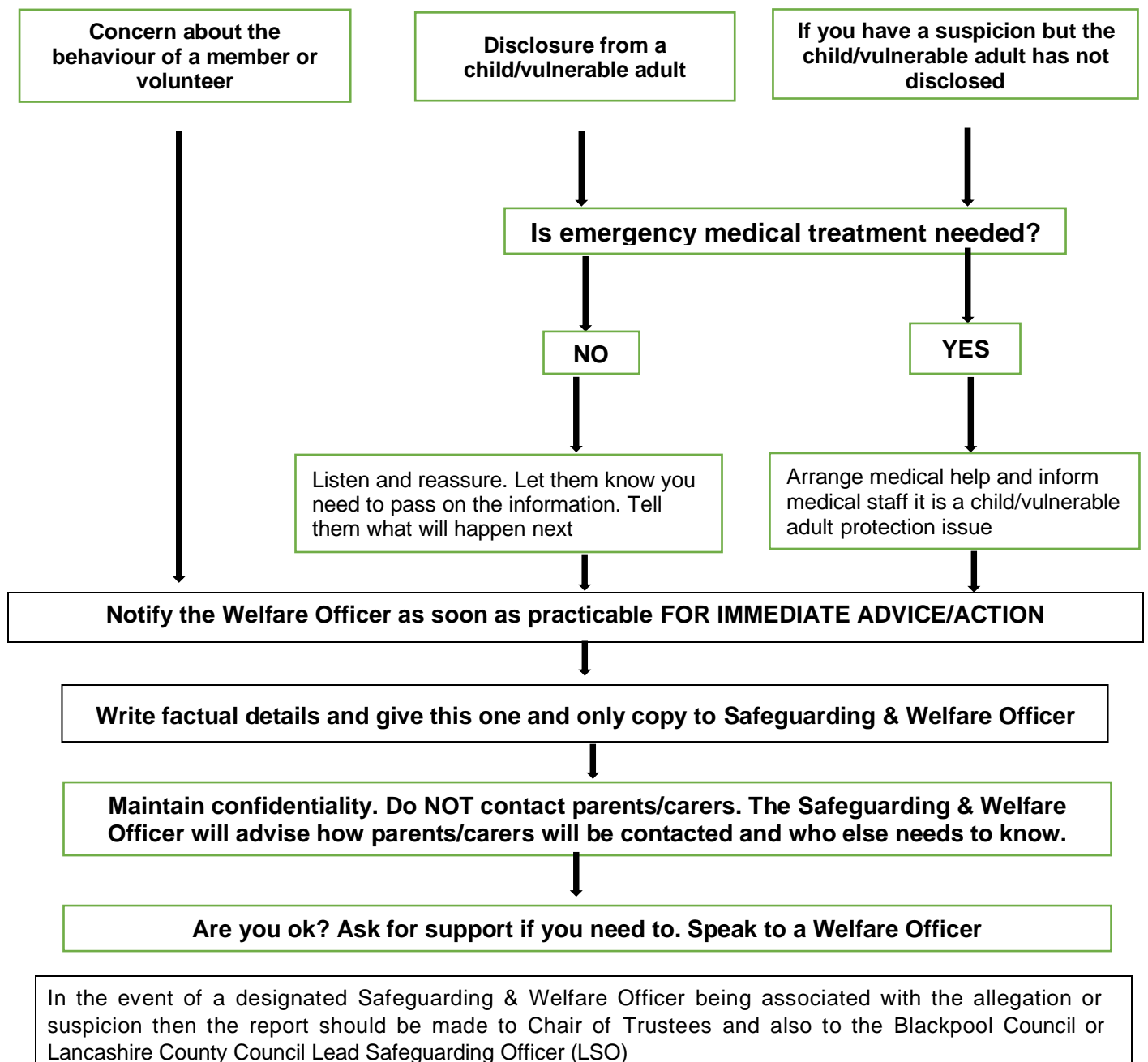
Procedure

It is everybody's responsibility to **act upon** any concerns such as abuse or bullying. The reporting of such concerns should never be delayed and allegations made by children or vulnerable adults must never be dismissed.

If you have serious concerns about the immediate safety and welfare of a child or vulnerable adult, contact Social Services or the Police.

Where necessary, you should always ensure the immediate safety and welfare of the child/vulnerable adult involved.

Flowchart - Reporting a Concern, Suspicion or Disclosure



DO NOT WAIT FOR EVIDENCE. YOU DO NOT NEED PROOF OF YOUR CONCERN. DO NOT TRY TO INVESTIGATE



SAFEGUARDING GUIDELINES AND CONTACTS

The 4 Rs

RECOGNISE that if there are urgent safeguarding or bullying and harassment concerns about a member - or if a member discloses a safeguarding or bullying issue to you –

REMEMBER TO:

RESPOND listen, no leading questions, no promises of confidentiality, be clear this has to be passed on and what will happen next.

REPORT Record what was said as precisely as possible and

REFER CONTACT A SAFEGUARDING & WELFARE OFFICER
If none available, contact Children’s Social Care or Adult Social Care for matters concerning members over 18 years of age or the Police for advice.

CONTACT Nos.

Position	Contact Details	
Safeguarding and Welfare Officer	Jenny Morris	07806 786372
Duty Social Worker – Blackpool	duty.assessment@blackpool.gov.uk	01253 477592
Duty Social Worker - Lancashire	https://lancashire-self.achieveservice.com/service/Lancashire_Safeguarding_Adults_Public_Alert	0300 123 6721
Police	999 (Emergency Only)	101
Chair of Trustees (Together We Can Do)	Howard Robinson	07894 984863
Blackpool Council Designated Officer (LADO)	lado@blackpool.gov.uk	01253 477558
Lancashire County Council Designated Officer (LADO)		01772 536 694



Reporting and responding to a complaint, allegation and / or disclosure

If a child / vulnerable adult does talk or tries to talk to you about something that is worrying them, it is important for the person receiving the information to **listen carefully** and respond sensitively, ensuring the person is and feels safe. Do not pressurise them

Keep questions to a minimum: If you have to ask a question keep them open

Open questions are who, what why, where and how

Leading/closed questions would promote a yes or no answer, such as 'did this happen' 'did he/she do that'

Keep calm and, even if you find what they are saying difficult or painful, keep listening and reassure them

Be honest with them about what you can and cannot do. Tell them you are not able to keep what they have told you secret and that you will try to find them the help they need

When they have finished make a detailed note of what has been said complete the Safeguarding Incident Report Form

As soon as possible, pass on the information to the Welfare Officer. If this person cannot be contacted seek advice from the police or children or adult social care

Follow the Responding to Safeguarding Concerns Flowchart to determine actions

DON'T

- Dismiss the complaint, allegation and/or disclosure
- Panic
- Allow your shock or distaste to show
- Probe for more information than is offered
- Make promises you cannot keep
- Speculate or make assumptions
- Approach the alleged abuser
- Make any negative comments about the suspected abuser
- Contact or confront the person against whom the allegation is made

When not to share concerns/information with Parent/s or Primary Carer(s)

There will be occasions when the parent(s), guardian or carer may be the abuser and as a result may not be able to respond appropriately to the situation. Speaking to them or providing them with information regarding the allegation will place the child / vulnerable adult at greater risk.

The Safeguarding & Welfare Officer will liaise with Police and Social Services regarding the sharing of information.



MAKING A REFERRAL

The role of the Safeguarding & Welfare Officer is to ensure referrals are made, should they be necessary. See Appendix 2 – Role and Responsibilities of the Welfare Officer.

Information Required for the Safeguarding Referral Form

As much factual information as possible should be recorded on the Safeguarding Referral Form

The form should contain the following information:

- The child/vulnerable adult's name, age, date of birth, full address and telephone number if available
- Name and contact details of the parent, guardian or responsible carer
- A statement what is known or reported. ie , what happened, where this occurred and who was involved
- Details of any witnesses
- Any observations that have been made by you or to you
- Any times, locations, dates or other relevant information, **if stated**
- Information and details of the alleged abuser, where possible
- Your knowledge of and relationship to the child/vulnerable adult person
- The date the incident was reported and to whom.

Remember, this information should remain strictly confidential and not be disclosed to anyone without agreement of the Safeguarding & Welfare Officer, Police and/or Social Services.

Storage and Protection of Information

Once completed the Safeguarding Incident Report form must be securely stored by the person making the report until it is transferred to the Safeguarding and Welfare Officer or the Chair of Trustees (if necessary).



Appendix 1 Together We Can Safeguarding Referral Form

As accurately as possible, record the complaint, concern, allegation and/or disclosure.

Date: Time: Referred By: Phone Number:

Details of Child / Vulnerable Adult concerned Male / Female Name: Date of Birth: Address: Phone Number:

Name/s of Parents or Primary Carer/s: Phone Number(s):

Details of adult / child against whom the allegation is made Name: Phone Number: Address:

Factual account of what happened (please state what was actually said or indicate if not their words). Continue on a separate sheet if necessary.



Safeguarding Referral Form - Continued

Action Taken – Include name/s of any services, contact name/s and phone number/s

Police informed

Yes / NO

If yes, give name of Police Officer: Identification No:

Phone Number: email:

Children's or Vulnerable Adult Social Services informed

Yes / No

Contact name..... Phone Number.....

Email.....

Parent(s), Primary Carer(s) Informed Yes / No

Details of any other External Agencies Contacted

Name of person/s contacted.....

Phone Number/s.....

Reason contact made and outcome/s.....

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**This form must be given to a Safeguarding & Welfare Officer.
DO NOT retain any copies – this includes electronic copies.**



Appendix 2 - Role and Responsibilities of the Safeguarding & Welfare Officer

Together We Can Do has nominated Safeguarding & Welfare Officers to co-ordinate the charity's safeguarding arrangements

The Safeguarding & Welfare Officers will:

1. Be appropriately trained
2. Assist the charity to put in place the Safeguarding Policy and Procedures
3. Act as a source of support and expertise to the charity's community
4. Be the first point of contact for members, parents and primary carers for any issue concerning child / vulnerable adult welfare, poor practice or potential alleged abuse
5. Refer cases of suspected abuse to children's or adult social care or the Police and Local Authority Designated Officer (LADO), as appropriate
6. Keep written records of all concerns, ensuring that such records are stored securely
7. Consult the LADO and / or Police / Social Services to determine who and/or which organisations should be notified that a safeguarding incident has occurred.
8. Ensure that the Safeguarding Policy and Procedures are regularly reviewed and updated.
9. Ensure that the trustees and volunteers read and sign that they understand the requirements of the Safeguarding Policy and Procedure.
10. Liaise with the trustees and bring any concerns to their attention
11. Ensure that all members and their parent(s), guardian or primary carer are briefed on the requirements of the Safeguarding Policy and Procedure
12. Ensure procedures for recruitment of volunteers are followed and that volunteers have the opportunity to access appropriate safeguarding training.
13. Ensure all volunteers have up to date DBS enhanced checks
14. Ensure confidentiality is maintained and information is only shared on a need to know basis

The trustees will allocate sufficient resources to enable Safeguarding & Welfare Officers to carry out their roles effectively, including safeguarding knowledge development and attendance at any necessary meetings.



Appendix 3 - Role of the Local Authority Designated Officer

This is set out in the HM Government guidance “Working Together to Safeguard Children (2013)”.

Chapter 2 Organisational responsibilities lays out the procedures for managing allegations against people who work with children, for example, those in a position of trust, including volunteers.

The LADO works within Children’s Services and **should be alerted to all cases** in which it is alleged that a person who works with children has:

- behaved in a way that has harmed, or may have harmed, a child
- possibly committed a criminal offence against children, or related to a child
- behaved towards a child or children in a way that indicates s/he is unsuitable to work with children

The LADO role applies to paid, unpaid, volunteer, casual, agency and self-employed workers.

They capture concerns, allegations or offences emanating from outside of work.

The LADO is involved from the initial phase of the allegation through to the conclusion of the case.

They will provide advice, guidance and help to determine whether the allegation sits within the scope of the procedures.

The LADO helps co-ordinate information-sharing with the right people and will also monitor and track any investigation, with the aim to resolve it as quickly as possible.